DEPARTMENT OF PUBLIC WORKS
205 Lawrence Street
Marietta, Georgia 30060
Office # (770) 794-5649
Fax # (770) 794-5585

CITY OF MARIETTA DEVELOPMENT REVIEW PROCESS

I: Plan Submittal

- Engineers/Developers can submit 7 sets of plans at any time during the week to Becky Young-Lavalais, Administrative Development Coordinator in the Public Works Engineering Department. The plans will be distributed as follows:
    - 1 set Fire 770-794-5466
    - 1 set Water 770-794-5227
    - 1 set Planning & Zoning 770-794-5670
    - 1 sets Electrical Engineering (Power) 770-794-5112
    - 2 set Public Works Engineering 770-794-5649
- Public Works will distribute the plans and supporting documents to the appropriate City Departments for review and comments. The comments will then be returned back to the Public Works Engineering Department-Administrative Development Coordinator for the engineer/developer to pick-up.
- In the comments, the departments will indicate if the project is **eligible** for a one-stop meeting. Each Department will determine the criteria that must be met for the project to be eligible for the one stop meeting.
- If a department indicates that the project is **not eligible** for a one-stop meeting, then the engineer/developer will work directly with that department to obtain the release to participate in a one-stop meeting. Marietta Water will accept plans for review on Thursday morning if submitted by Wednesday at 12:00 p.m.
- After all departments release the project for participation in a one-stop meeting the engineer/developer will schedule an appointment for the next available one-stop meeting. The engineer/developer will have to schedule an appointment for the one-stop meeting through Becky Young-Lavalais, Administrative Development Coordinator in the Public Works Engineering Department by Tuesday no later than 12:00 p.m. on the day prior to the one-stop meeting.

II: One-Stop Plan Review Meeting

- One-Stop meetings will be held on Wednesday afternoon starting @ 1:30 p.m.
- At the time of the one-stop meeting the engineer will bring a minimum of 7 sets of revised plans to be reviewed and approved. Any approvals required from a non-city agency, with the exception of the Georgia Department of Transportation, must have been obtained and submitted to the Public Works Department prior to or at the time of the one-stop meeting. The approved plans will be distributed as follows:
    - Water – 2 sets
    - Public Works Engineering – 2 sets
    - GIS – 1 set
    - Electrical – 1 set
    - The engineer/developer will get the remaining sets

III: Plan Approval

- If the plans are approved at the one-stop meeting all departments will stamp the plans at this time and the Land Disturbing Activity Permit will be released to issue.

IV: Land Disturbing Activity Permit (LDP)

- LDA Permit is required before clearing or grubbing activity may be conducted. No permits will be issued until plans have been approved through the City and the Cobb County Soil and Water Conservation District (CCSWCD), if required.
- If CCSWCD approval is required, two (2) sets of stamped plans with the CCSWD approval must be submitted to the Public Works Department to obtain a LDA Permit.
- The Erosion and Sediment Control Inspector will issue the LDA to the Permittee at the time of the on-site pre-construction meeting. At the pre-construction meeting, the Inspector will discuss the BMP's that need to be installed prior to any work being started on site.
- **Certification**: **CONSTRUCTION SITE MONTHLY EROSION & SEDIMENT CONTROL REPORT**. This form shall be prepared by a qualified professional registered in the State of Georgia.
- **Erosion Control Affidavit**. This affidavit must be submitted at time of meeting with City Erosion Control Inspector, and prior to receipt of Land Disturbing Activity Permit during the Pre-Construction On-Site meeting.

V: Additional Submittals Required After Approval

- The additional items that are required to be supplied to the City after plan approval and prior to receiving a final grading inspection include:
  - Provide the entire set of Approved Plans, with approval stamps, scanned in a "tiff" image format back to the Public Works Department on a CD. If there are any questions you may contact Becky Young-Lavalais, Administrative Development Coordinator, at (770) 794-5649 or Richard King, Civil Engineer, at (770) 794-8110
  - Provide executed and recorded Stormwater Management and Inspection Agreement.
  - Provide As-built data for the stormwater system to the Public Works Department. Data must be supplied electronically in ".dwg" format and based on GA State Plane Coordinate System (West Zone) utilizing NAD 83/94 adjustment and NAVD 88.
  - Provide a CD-ROM of the site plan as per City Ordinance #5859, Section 728.09. File formats (".dgn", ".dwg" and ".dxf") and/or email to: **bbishop@mariettaga.gov.** Please call (770) 794-5554 with any questions you may have regarding the Digital data standards.

VI: Development Permit Fees

Site Plan Review (due at first submittal)	$100
Commercial / Subdivisions	$10 per disturbed acre(s)
NPDES (if 1.0 acre or greater)	$40 per disturbed acre(s)
Residential	$30 minimum

Public Works Engineering Department Site Plan Review Checklist

Project Name:_____

Data Required for Site Plans:

1. Provide the address of the site on the cover sheet.
2. Provide a copy of the Georgia D.O.T. permit for all driveways on State Routes.
3. This project has to be reviewed by the Cobb County Soil & Water Conservation District in Conyers, GA. Your project is equal to or greater than 1.0 disturbed acre or is within 200 feet of state water. Review period is approximately 35 days. Provide 2 approved copies of which 1 must be an original. If you should have any questions please contact the Georgia Soil and Water 770-761-3020.
4. This project has to be reviewed by the Cobb County Water System located at 660 South Cobb Drive. Provide a copy of the approved water and sewer plans to the City of Marietta.
5. Provide a copy of the approved plans from the Cobb County Department of Health on all septic systems.
6. Provide a copy of the approved entrances on all Cobb County roads from the Cobb D.O.T.
7. Show limits of the flood plain or provide statement from registered surveyor that the property is not within the 100-year flood plain.
8. Delineate all wetlands and provide regulatory documentation permitting any proposed impacts or state that none exist on site.\
9. A separate surface drainage plan shall be prepared to show the Design Professional's proposed design and builders are to follow those drainage paths.
10. No uncontrolled water will be allowed to flow onto adjacent property, resulting in adverse impacts on the lower property or erosion / sedimentation.
11. Once constructed and sold, a lot will be considered "offsite" and is to be protected from sediment, sediment-laden water, and uncontrolled surface flows.
12. Provide the following notes:
    - Place note on plan: "All new utility services on private property must be placed underground in accordance with City of Marietta Ordinance #6422.
    - Place note on plan: "All construction within the City of Marietta right of way must comply with the Americans' With Disabilities Act (ADA) per City of Marietta Ordinance #5562".
    - Place note on plan: All lane stripping with City Right of Way must be thermoplastic and all gores; stop bars, and turn arrows must be alkyd thermoplastic paint.
    - All wall plans must be submitted to the Chief Building Inspector for review, approval and permitting.
    - As-Built data will have to be submitted before final release is obtained. Data to be GA State Plane Coordinate System (West Zone) utilizing NAD 83/94 adjustment and NAVD 88.
13. Minimum Radii of street C/L 100'.
14. All streets must be at 90-degree angles.
15. Minimum curb radius is 25 ft.

16. 150 ft. acceleration and deceleration lanes with 50 ft. tapers are required on all roadways if it is an arterial or a collector.
17. Provide dimensions on all driveways and parking areas.
18. Provide sight distance plan and profiles on all entrances to public right of way.
19. Curb ramps to be located at all intersections within City Right of Way.
20. Provide a typical paving section.
21. Show all proposed signing and striping in the City's Right of Way.
22. Provide a Hydrology Report, to include a downstream analysis, for this project to show no negative impact to downstream property. Hydrology study must be prepared and stamped by a Professional Engineer.
23. Provide Stormwater Management Plan per the current edition of the "Georgia Stomwater Management Manual". Stormwater Management Plan must be prepared and stamped by a Professional Engineer. Extended Dry detention does not comply with the Water Quality requirement.
24. Provide Pipe Profile with 100-year Hydraulic Grade Line. All CMP & HDPE pipe must have minimum 3.0' cover and RCP must have 2.0' cover.
25. Storm pipe must have minimum 1.0% slope, detention pipes must have minimum 0.5% slope with smooth interior.
26. Storm pipes 42" and smaller carrying stormwater between or through properties shall extend at least 60 feet behind the building line.
27. All pipe crossings must be perpendicular to roadway.
28. Right-of-Way donation will require an executed Quit Claim Deed be provided to the City.
29. Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
30. Each lot in a subdivision, or building within townhouses/condominiums/multi-family will be an entity on it's own with respect to erosion and sediment control using individual lot / building Best Management Practices.
31. Maintenance Agreement(s) are required for permanent stormwater basins and water quality systems.
32. Clearly note maintenance statement – "Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source, *or as directed by the Erosion Control Inspector*."
33. Clearly note the statement: "Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."
34. Provide certification stating that the plan designer has visited the site prior to the design of the E&SC plans.
35. Silt fence cannot be used to store sediment. The use of Basins, sediment traps and other similar BMPs in accordance with State Law are required.

36. Add note to plans: No clearing of the site until all basins, diversions, and sediment controls are installed, stabilized, and functional.

37. Add note to plans: The open channel drainage easements (D.E.) shown on the plans are not to be construed as exacting in location. These easements are intended to provide an area for the free conveyance of stormwater runoff between drainage structures and the exterior property line. The locations shown are intended locations but are contingent upon final grading and landscaping of the individual lots.

38. Add note to plans: Any storm drainage system not within public Rights-Of-Way is considered a private system that will not be maintained by the City of Marietta. A storm drainage easement does not indicate ownership by the City of Marietta.

39. Add note to plans: Drainage away from all buildings shall be not less than 6" in 10 feet. Wherever possible residential homes and commercial buildings are to be higher than top of curb elevation for adequate drainage.

40. Add note to subdivision plans: All builders must assume "full buildout" of upslope lots within a subdivision when providing means for drainage.

41. Add note to subdivision plans: All builders must obtain approval from downslope lot owners prior to re-routing drainage to downslope lots.

42. Add note to subdivision plans: A minimum 20' drainage easement shall be centered on all ditches, swales, storm drain pipes or other drainageways.

43. Add note to subdivision plans: All lots are to have 10' drainage easement along side property lines, and 20' drainage easement centered on rear property lines.

44. Add note to subdivision plans: No permanent structures shall be constructed within ten feet of the edge of a permanent water or sewer easement on front or rear setbacks, or within two feet of side setbacks.

45. Add note to subdivision plans: All new one and two family dwellings built closer than 20 feet to another structure or closer than 10 feet to the property line must be sprinklered with an approved system.

46. Stop signs are to be located at all crosswalk areas, as Directed by the City Engineer and Public Works Director, to protect pedestrians.

47. _____

48. _____

49. _____

50. _____

GIS

- **Provide a CD-ROM of the site plan as per City Ordinance #5859, Section 728.09. File formats (".dgn", ".dwg" and ".dxf") and/or email to: bbishop@mariettaga.gov. Please call (770) 794-5554 with any questions you may have regarding the Digital data standards.**

Issued August 29, 2005

Checklist Specific for Hydrology Report to be included with Site Plans submitted to the City of Marietta

Please refer to the Georgia Stormwater Management Manual, including Section 4.2.3 (Volume I) Minimum Stormwater Management Standards, and to the Stormwater Quality Control Ordinance Article 7-8-14 et seq of the Code of the City of Marietta

A. **Hydrologic and hydraulic analysis including:**

1. Basin Maps & existing conditions hydrologic analysis for runoff rates/peak discharges, volumes, times of concentration, runoff coefficients / curve numbers, and velocities showing methodologies used and supporting calculations.
2. Basin Maps & proposed (post-development) conditions hydrologic analysis for runoff rates/peak discharges, volumes, times of concentration, runoff coefficients / curve numbers, and velocities showing methodologies used and supporting calculations.
3. Downstream overbank flood protection shall be provided by controlling the post-development peak discharge rate to the predevelopment rate for the 25-year, 24-hour return frequency storm event. If control of the 1-year, 24-hour storm is exempted, then overbank flood protection shall be provided by controlling the post-development peak discharge rate to the predevelopment rate for the 2-year through the 25-year return frequency storm events (2,5,10,25).
4. Final sizing calculations for structural stormwater controls including contributing drainage area, storage, and outlet configuration(s).
5. Stage-discharge / stage-storage, outlet rating curves, and inflow and outflow hydrographs for storage facilities.
6. Final analysis of potential downstream impact / effects of project where required per GSWMM and City Ordinance (see "C" below).
7. Water Quality Calculations per GSWMM in accordance with the *Stormwater Quality Control Ordinance Article 7-8-14 et seq of the Code of the City of Marietta*.
8. Dam safety and breach analysis, where required.
9. The Hydro Report shall be signed and sealed by a Registered Professional Engineer in Georgia.

B. **Representative cross-section and profile drawings and details of structural stormwater controls and conveyances which include:**

1. Existing and proposed structural elevations (ie: invert of pipes, manholes, etc.)
2. Design water surface elevations

3. Structural details of structural control designs, outlet control structures, embankments, spillways, grade control structures, conveyance channels, etc.

4. All basins shall have an emergency spillway designed, dewatering device per the Manual for Erosion and Sediment Control in Georgia, anti-seep collar(s) on the barrel pipe, anti-vortex device with trash rack on the riser or concrete weir box, key trench, all designed per the Manual.

C. **Hydrology Report to include as a minimum:**

1. **Use of Better Site Design Practices for Stormwater Management.** Site designs should preserve the natural drainage and treatment systems and reduce the generation of additional stormwater runoff and pollutants to the fullest extent practicable. Additionally, any design which conflicts with potential State Waters or Wetlands shall include the necessary documentation under State and Federal Laws.
2. **Stormwater Runoff Quality.** All stormwater runoff generated from a site shall be adequately treated before discharge. Stormwater management systems, which includes both structural stormwater controls and better site design practices must be designed to remove 80% of the average annual post-development total suspended solids (TSS) load and be able to meet any other additional watershed or site specific water quality requirements. It is to be sized to capture and treat the prescribed water quality treatment volume, which is defined as the runoff volume resulting from the first 1.2 inches of rainfall from the site.
3. **Stream Channel Protection.** Provided by using ALL of the following three approaches: (1) 24-hr extended detention storage of the 1-year, 24-hour return frequency storm event; (2) erosion prevention measures such as energy dissipation and velocity control; and (3) preservation of the applicable stream buffer.
4. **Overbank Flood Protection.** Downstream overbank flood protection shall be provided by controlling the post-development peak discharge rate to the predevelopment rate for the 25-year, 24-hour return frequency storm event. If control of the 1-year, 24-hour storm is exempted, then overbank flood protection shall be provided by controlling the post-development peak discharge rate to the predevelopment rate for the 2-year through the 25-year return frequency storm events.
5. **Extreme Flood Protection.** Extreme flood protection shall be provided by controlling and / or safely conveying the 100-year, 24-hour return frequency storm event.
6. **Downstream Analysis.** This shall be performed to determine if there are any additional impacts (peak flow increase or downstream flooding) while meeting the standards above. It shall be performed at the outlet(s) of the site, and downstream at each tributary junction where the area of the portion of the site draining into the system is less than or equal to 10% of the total drainage area above.

CHECKLIST REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL

The following checklist is used for the review of commercial, industrial, residential development plans with State and Local regulations regarding land disturbance.

Site Plan:

1. **Show graphic scale and north arrow.**
   The graphic scale and north arrow must be shown on all E&SC plan sheets.
2. **Provide vicinity map showing site's relation to surrounding area, including designation of specific phase, if necessary.**
   Site location must be delineated showing surrounding area roads and highways. If the project is being done in phases, each individual phase must be delineated and labeled. This information is important for plan reviewers if a site visit is needed, or if the site needs to be found on another map such as USGS quad.
3. **Provide both existing and planned contours with contour lines drawn at an interval in accordance with the following:**

Map Scale	Ground Slope	Contour Interval, ft.
1 inch = 100 ft. or larger scale	Flat 0-2%	0.5 or 1
	Rolling 2-8%	1 or 2
	Steep 8% +	2, 5 or 10

   Plan should include an existing site plan sheet or sheets with the above contour intervals shown on plan. The intermediate phase should show the proposed grade in bold contours with the above intervals overlaying the original contours. Both the existing and proposed contours must be labeled.
4. **Delineate contributing drainage areas, with acreage, both on and off site. Include hydrology study and maps of drainage basins for both the pre-and post-developed conditions.**
   Hydrology study and drainage maps should be separate from plans. Maps should include each individual basin draining to, through and from the project site, with each one delineated, labeled and showing its total acreage.
5. **Delineate all state waters located on or within 200 feet of the project site.**
   ALL STATE WATERS LOCATED ON OR WITHIN 200 FEET OF THE PROJECT SITE MUST BE DELINEATED. If the plan reviewer visits the site and finds possible state water on or within 200 feet of site that is not shown on the plan, the review could be delayed until state waters are determined by the Local Issuing Authority.
6. **Show location of erosion and sediment practices using uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6, with legend.**
   All phases of the E&SC Plan must use uniform coding symbols with legend from the Manual for Erosion and Sediment Control in Georgia, Chapter 6.
7. **Delineate 25-foot undisturbed buffers of state waters and 50-foot buffers along designated trout streams. Clearly note areas of impact.**
   The State of Georgia requires these minimum undisturbed buffers, but the Local Issuing Authority may have more stringent buffer requirements. The most stringent buffer required must be shown on the plan. Any undisturbed buffer area that is impacted by the project site must be noted on the plan and in the hydrology narratives.
8. **Include soil series and their delineation.**
   Soil series delineations are required for the plan review. The highest level of soil survey required for the site, such as a level three or level four for septic tanks, must be delineated on the plan. The soil series delineation should be shown on the existing site plan.
9. **Identify the project receiving waters and describe adjacent areas – neighboring areas such as streams, lakes, residential areas, etc., which might be affected.**
   Identify, by name, any streams, rivers, lakes, etc. which the site drains to and describe any neighboring area which could be affected by the post-developed runoff from the site.
10. **Phase E&SC plans into an initial perimeter control E&SC plan, intermediate E&SC plan for grading and drainage and a final phase E&SC plan.**
    Each phase of the E&SC plan should be shown on a separate page. The initial phase should show all BMPs necessary to prevent sediment from leaving the project site during the beginning of the project and any tree-save fencing that may be required. These practices should include construction exits, silt fence, etc. shown with the existing contours. The intermediate phase should include all BMPs necessary to prevent sediment from leaving the site and the required 67 cubic yards per acre sediment storage. These should include temporary sediment basins, retrofitted detention ponds, check dams, temporary down drains, diversions, inlet protection, temporary grassing, mulching, etc. The final phase plan should include such practices as outfall protection, revised inlet protection, permanent grassing, matting, etc.
11. **Provide an E&SC plan for a typical lot and each situational lot.**
    A typical lot must be shown as well as an E&SC plan for each situational lot. Situational lots must include lots showing drainage diverted to the front of the lot, drainage diverted to the rear of the lot, drainage diverted to the right of the lot, drainage diverted to the left of the lot, lots bordering state waters, lots bordering wetlands, etc.

12. **Show limits of disturbance on E&SC plan.**
    Limits of disturbance must be shown on plan for all phases including all disturbances on and off the site. Disturbances off site should include sanitary and/or drainage line easements, temporary access easements, etc.

Narrative Notes and Other Information: (Notes or narrative should be located on the site plan under general notes or under erosion and sediment control notes.)

13. **Provide revision and/or initial date on E&SC plans.**
    The initial plan date should be shown on all pages. With each resubmittal, the revision date and entity requesting revisions (Planning Dept., GSWCC, NRCS, etc.) should be shown on front sheet and each sheet that has been revised.
14. **Provide description of existing land use at project site and description of proposed project. Include land lot and district numbers for site location. Describe critical areas and what extra measures will be utilized for these areas.**
    The description of existing land use, description of proposed project and the description of critical areas should be included in the plan's erosion and sediment control notes. Critical areas may include crossing state waters, disturbance inside buffer if the work being done is exempt or a variance is obtained, wetlands, neighboring property to which the project site drains, etc.
15. **Provide name, address and phone number of developer/owner.**
    The name, address and phone number of developer/owner must be shown on cover sheet and/or under erosion and sediment control notes.
16. **Provide name, certification and phone number of 24-hour local erosion and sediment control contact.**
    The name and phone number of a 24-hour contact responsible for erosion and sediment control must be shown under the erosion and sediment control notes, general notes or on the erosion and sediment control plan.
17. **Show certification number, signature and seal of qualified plan preparer.**
    By December 31, 2006 the designer's certification number issued by the Georgia Soil and Water Conservation Commission must be included on the plan. The plan must also contain the signature and seal of the qualified plan designer on all erosion and sediment control sheets. No plan will be reviewed without proper signatures.
18. **Note total and disturbed acreage (the disturbed area shall be the total estimated disturbed area of the primary and secondary permittees) of the project or phase under construction.**
    The total acreage and the total estimated disturbed acreage of the project or phase under construction must be shown under either the erosion and sediment control notes, general notes or on the E&SC plan. The estimated total disturbed area must include disturbances by the primary permittee and all secondary permittees under the NPDES Permit.
    The primary permittee is defined as the owner or the operator or both of the tract of land being developed. Secondary permittees are individual builders, utility companies or utility contractors that conducts construction activities within areas of common development.
19. **Provide detailed construction activity schedule – show anticipated starting and completion dates for project events, include vegetation and mulching timeline.**
    A detailed construction activity schedule should be located on either the cover sheet, or on the erosion and sediment control plan. The schedule must include starting and completion dates of the project or phases under construction, initial erosion control BMPs installation, intermediate erosion control BMPs, final phase erosion and sediment control BMPs, and maintenance of erosion and sediment control practices. Other events noted on the schedule include demolition, clearing and grubbing, grading, storm and sanitary sewer installation, paving, building construction, etc.
20. Clearly note this statement in bold letters**: "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities."**
    This statement must be included under erosion and sediment control notes, general notes, or on the erosion and sediment control plan sheet or sheets.
21. **Provide 67 cubic yards per acre sediment storage. Include specific design information and calculations for structural measures on site. Sites with more than 10 total acres must have a temporary sediment basin.**
    The project or phase under construction must provide 67 cubic yards per acre of the entire drainage basin sediment storage. Sediment storage may be obtained through the use of excavated inlet protection, retrofitted detention ponds or temporary sediment basins. Sites with 10 or more acres disturbed must have a retrofitted detention pond or temporary sediment basin. Specific design information, calculations and completed worksheets provided in the manual must be included on the erosion and sediment control plan or erosion and sediment control detail sheet.
22. **Show storm-drain pipe and weir velocities and provide appropriate outlet protection to accommodate discharges without erosion.**
    Provide a chart of storm-drain and weir velocities. Appropriate outlet protection to accommodate discharges without erosion must be provided. Calculations, stone size and dimensions and any worksheets must be shown on either erosion and sediment control plan or erosion and sediment control details
23. **Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia.**
    A vegetative plan must be shown on either the erosion and sediment control plan or the erosion and sediment details. The plan must include all temporary and permanent species with planting dates and seeding, fertilizer and mulching rates that are site specific to the appropriate time of year and geographical region of Georgia.

24. **Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.**
    The erosion and sediment control detail sheet must show a detailed drawing for each structural BMP shown on the plan. All BMPs and drawings shown must, at a minimum, meet the guidelines given in the Manual.

25. Clearly note maintenance statement – **"Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source."**
    This maintenance statement must be shown on the erosion and sediment control notes, general notes, or on the erosion and sediment control sheets of the plan.
26. Clearly note the statement: **"Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."**
    This statement must be shown on the erosion and sediment control notes, general notes, or on the erosion and sediment control sheets of the plan.
27. **Provide certification stating that the plan designer has visited the site prior to the design of the E&SC plans**
    As mandated by law, certification stating that the plan designer has visited the site prior to the design of the erosion and sediment control plans must be provided. This certification can be located under either the erosion or sediment control note, general notes or on the erosion and sediment control plan sheets.

- ❑ **Address redline comments. <u>Redline drawings must be returned with revisions</u>.**

End of Review Comments.

Daniel Conn
City Engineer

Richard King
Civil Engineer

Becky Young-Lavalais, Administrative, Development Coordinator

MEMORANDUM

To: All persons involved in Site Construction, Site Plan Preparation, & Erosion and Sediment Control on construction sites

From: Daniel J. Conn, City Engineer / Acting Public Works Director

Date: April 12, 2006

Effective at 8 AM April 13, 2006, all projects meeting with the City Erosion Control Inspector will be given two documents to complete as follows:

1. ***Certification: CONSTRUCTION SITE MONTHLY EROSION & SEDIMENT CONTROL REPORT.***
For new LDA Permits issued from April 12, 2006 or after, as noted on the form, this form shall be prepared by a **Level 1B or Level 2 Certified Person** or a registered professional ***engineer / architect / landscape architect / surveyor / or CPESC*** in the State of Georgia. This report is required to be **submitted prior to grubbing / grading operations, and on the 10th day of each month** thereafter until final stabilization is complete as approved by the City Erosion Control Inspector. If the ***CONSTRUCTION SITE MONTHLY EROSION & SEDIMENT CONTROL REPORT*** is not ***received by 5:00 p.m. on the 10th day of each month***, ***a Stop Work Order may be issued for the project***. Following notification of a violation(s) on the site by the City Inspector, additional inspections may be required within 5 days, or less if the situation warrants, if requested by the City Erosion Control Inspector.

   For on-going site construction, where a violation has occurred (Notice Of Violation, Citation, Stop Work Order) ***or projects previously completing the prior form***, this form will be required as noted above to be completed **on the 10th day of each month** thereafter until final stabilization is complete as approved by the City Erosion Control Inspector. If the ***CONSTRUCTION SITE MONTHLY EROSION & SEDIMENT CONTROL REPORT*** is not ***received by 5:00 p.m. on the 10th day of each month***, ***a Stop Work Order may be issued for the project***. Following notification of a violation(s) on the site by the City Inspector, additional inspections may be required within 5 days, or less if the situation warrants, if requested by the City Erosion Control Inspector.

2. ***Erosion Control Disclosure.***
As noted on the form, the E&SC Disclosure must be submitted at time of meeting with City Erosion Control Inspector, and prior to receipt of Land Disturbing Activity Permit during the Pre-construction On-site meeting. Please note the last paragraph of the two page form which states "*My signature hereto signifies that I am the person responsible for compliance with the City Soil Erosion and Sediment Control Ordinance. I further acknowledge that I am the owner, a representative of the owner, or authorized on his / her behalf.*"

*** * * * CERTIFICATION * * * ***

***** CONSTRUCTION SITE MONTHLY EROSION & SEDIMENT CONTROL REPORT *****

This form shall be prepared by a Level 1B or Level 2 Certified Person in the State of Georgia. This report is required to be **submitted prior to grubbing/grading operations, and on the 10th day of each month** thereafter until final stabilization is complete as approved by the City Erosion Control Inspector. ***If the Construction Site Monthly Erosion & Sediment Control Report is not received by 5:00 p.m. on the 10th day of each month, a Stop Work Order may be issued for the project.*** (Following notification of a violation(s) on the site by the City Inspector, additional inspections may be required within 5 days, or less if the situation warrants, if requested by the City Erosion Control Inspector.)

Mail to:

Attn: _____, Erosion Control Inspector _____

City of Marietta Public Works Department Date

205 Lawrence Street, 2nd Floor

Marietta, GA 30060

Re: ***Monthly Erosion and Sediment Control Report***

Project Name: _____

Site Address: _____

City of Marietta Land Disturbance Permit Number: _____

(Site Address & LDP # must be included)

*** NOTE: The initial certification and modification of structural BMPs shall be performed by a qualified Level 2DP (Level 2 Certified Design Professional) ***or a*** registered professional ***engineer / architect / landscape architect / surveyor / or CPESC*** in the State of Georgia.

Based on a site inspection of the referenced project on _____ (Date of Inspection), I, _____ (Name),

certify that erosion and sediment control for the referenced project:

YES ☐	NO ☐	is in compliance with the approved erosion and control plan
YES ☐	NO ☐	is in compliance with the "Manual for Erosion and Sediment Control in Georgia" (Manual)
YES ☐	NO ☐	all erosion and sedimentation measures have been properly installed
YES ☐	NO ☐	all erosion and sedimentation measures have been properly maintained
YES ☐	NO ☐	sediment storage of at least 67 cubic yards per disturbed acre is provided in all drainage areas ***(must be initially certified by letter from a Level 2 Certified Design Professional -- noted above – for all structural BMPs)***
YES ☐	NO ☐	there have been structural BMP revisions in the field that have not been verified by a Design Professional
YES ☐	NO ☐	a log of Daily Inspections by a Level 1A, 1B or 2 Certified Person is kept on site
YES ☐	NO ☐	approved plans are on – site at all times

A copy of this certification has been sent to the owner/developer/contractor and Design Professional below as notification for the following measures to be taken to bring this site into compliance with the approved erosion and sediment control plan and the *Manual for Erosion and Sediment Control in Georgia*.

Comments and/or Exceptions:

_____

_____

_____

☐ ***Supplementary page included for additional measures that need to be taken.***

_____ _____

Signature Level 1B / 2 Certification Number (circle one)

CC:_____ _____

Owner /Developer/Contractor ***Design Professional for Project***

It shall be the responsibility of the owner or developer to properly address all measures noted on the report within 5 days of the date of this certification to maintain compliance with the *Erosion and Sedimentation Control Ordinance* and the *Manual for Erosion and Sediment Control in Georgia*.

EROSION CONTROL DISCLOSURE

This disclosure must be submitted at time of meeting with City Erosion Control Inspector, and prior to receipt of Land Disturbing Activity Permit during the Pre-construction On-site meeting.

Construction Site Name: _____

Construction Site Address: _____

Property Owner: _____ Phone: _____

Address (Owner): _____

_____

Authorized Representative/Applicant: _____ Phone: _____

24 Hour Contact Person: _____ Phone: _____

Email: _____

My signature hereto signifies that I am the person responsible for compliance with the City Soil Erosion and Sediment Control Ordinance. I hereby acknowledge that Best Management Practices (BMPs), per the Manual for Erosion and Sediment Control in Georgia (Manual), must be used to control soil erosion on my job site which includes (but not limited to) at a minimum the following:

1. Per the Manual: "*Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.*" Mulch shall be applied per the Manual. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (minimum 4" of straw or hay mulch). Erosion Control Blankets or Matting per the Manual are required on all slopes of 2.5H:1V or steeper, slopes 10' or greater in height, concentrated flow areas, and all cuts and fills in buffer when authorized/permitted.;

2. Per City Ordinance: "*The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities.*"; ***(FOR EXAMPLE: Prior to or During clearing of trees, but prior to beginning land-disturbing activity / soil disturbance, <u>install all BMPs per approved plan</u> as a minimum to prevent sedimentation from exiting at any property line, or into State Waters or onto adjacent road(s);***

3. Per City Ordinance: "*Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.*";

4. Sediment storage of at least 67 cubic yards (1809 cubic feet) per disturbed acre are to be provided for all areas to be disturbed **PRIOR TO** grubbing / grading activities. ***Silt fence may NOT be used for sediment storage calculations.***

5. A ***Construction Site Monthly Erosion & Sediment Control Report*** is required to be submitted <u>prior to grubbing / grading operations</u>, and <u>on the 10th day of each month</u> thereafter until final stabilization is complete as approved by the City Erosion

6. Control Inspector. ***If the Construction Site Monthly Erosion & Sediment Control Report is not received by 5:00 p.m. on the 10th day of each month, a Stop Work Order may be issued for the project.*** Following notification of a violation(s) on the site by the City Inspector, additional inspections may be required within 5 days, or less if the situation warrants, if requested by the City Erosion Control Inspector.

7. It shall be the responsibility of the owner and developer / contractor to properly address all measures noted on the *Construction Site Monthly Erosion & Sediment Control Report* within 5 days of the date of the certification to maintain compliance with the City Soil Erosion and Sediment Control Ordinance and the Manual. *Per State Law, Qualified personnel provided by the primary permittee shall inspect within[1] seven (7) calendar days and within 24 hours of the end of a storm.*

8. **Proper installation and regular maintenance** of silt barriers (ie: silt fences, hay bales, brush barriers, etc) in those areas where water exits the job site;
9. **Proper installation and regular maintenance** of gravel construction entrance(s) with geotextile underliner (AASHTO M288-96) to keep soil and mud from being tracked from vehicles onto the roadways or any paved area;
10. When a violation on site occurs, removal of mud from the roadway, paving, and / or adjacent property will occur *immediately* following any such occurrence;
11. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.;
12. Conduct no land disturbing activities within 25 feet of the banks of streams, lakes, wetland, etc (i.e. "state waters" which require a buffer). For projects within the Chattahoochee River Management Area, check with the design engineer / professional;
13. Cut / fill operations must be kept to a minimum. Cuts and fills may not endanger adjoining property. Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners;
14. Land disturbing activities must be limited to and contained within the site, and in accordance with the approved plans. If there are concerns between the builder and the plans, the design professional is to resolve and / or revise plans;
15. Mud or silt (sediment) may not enter a stream, river, lake, or other state waters;
16. The entire site will be required to have permanent stabilization installed before a grading final inspection can be approved. Final grading inspections are required before any CO's can be issued. Please be aware that permanent stabilization means any seeded areas must have established growth.

Per City Ordinance, if a violation presents an imminent threat to public health or waters of the state or if the land-disturbing activities are conducted without obtaining the necessary permit, the City will issue an immediate stop-work order in lieu of warning. *Mud or sediment in the road constitutes a public safety hazard.*

My signature hereto signifies that I am the person responsible for compliance with the City Soil Erosion and Sediment Control Ordinance. I further acknowledge that I am the owner, a representative of the owner, or authorized on his / her behalf.

Signature: _____ Date Signed: _____

[1] Rev. April 12, 2006

Department of Planning and Zoning
205 Lawrence Street
Marietta, Georgia 30060
Phone (770) 794-5440

SITE PLAN REVIEW COMMENTS

Project Name:	**Date:**
Project Address:	**Land Lot/Dist.:**
Zoning District:	**Use of Property:**
Area of Property:	**Building Area/Units:**
Developers Name:	**Phone Number:**
Contact Person:	**Phone Number:**
Engineer/Surveyor:	**Phone Number:**

Indicate compliance with applicable regulations: (Yes, No or Not Applicable)

__Y__ 1. Name, address & phone number of property owner

__Y__ 2. Name, address & phone number of engineer/surveyor for project

__Y__ 3. Zoning district & stipulations included on site plan

__Y__ 4. Area of site, including area within floodplain: _____/_____

__N__ 5. Floor area ratio: _____

__N__ 6. Area of impervious surface: _____

__Y__ 7. Driveway & parking regulations: Required _____ / Proposed _____

__NA__ 8. Buffers: _____

__N__ 9. Setbacks: Front: _____ Rear: _____ Min Side: _____ Maj Side:_____

__N__ 10. Landscape plan:

__Y__ 11. Overall building height: _____

__Y__ 12. Lot width: _____

__Y__ 13. AICUZ Zone verification:

__N__ 14. Elevations schematic:

__NA__ 15. Commercial Corridor Overlay Design District

__NA__ 16. Downtown Marietta Historic District

BASIC CHECKLIST FOR PLANS SUBMITTED TO MARIETTA WATER:

The following are basic guidelines to meet minimum requirements for plan approval. There may be other items necessary before plans will be approved. These comments correspond with the Marietta Water Development Regulation Manual, which can be purchased at the Public Works Department.

GENERAL:

_____ Include size, material and location of all existing and proposed water (domestic, fire protection and irrigation) and sanitary sewer services.

_____ Add water and sewer details that are correspond to your project, as found in the Marietta Water Development Regulations Manual.

_____ Add all BLW Water and Sanitary Sewer System Construction General Notes, pages 200-3, 300-4 and 300-5 in the Water and Sewer Development Regulations.

WATER

_____ A fire flow test is required. Contact Marietta Water at (770) 794-5227 for information

_____ Any meter or double detector check, 3" or larger must be set behind the right of way in a meter easement. If this project includes this type of meter, complete the meter easement paperwork along with an8 ½" x 11" plat, certificate of title and lenders consent. Contact Marietta Water at (770) 794-5227 for a copy of the easement paperwork.

_____ Notate meter vault sizes on site plan. There must be adequate space and finished, level grade provided for the installation of all meter vaults.

SEWER:

_____ Provide a letter documenting that none of the water lines and services, sewer lines and services, the structures and structures to be connected to these services are being located on or in close proximity of an abandoned landfill site or any other site used for waste disposal.